Step 1: Click the "Enroll Now" Button on the Open Enrollment Banner in your UCPath Portal:



## Step 2: Click 'Open' on your Open Enrollment benefit event:



## Step 3: Navigate to Health FSA and/or Dependent Care FSA tiles and click the 'Pencil' Icon:



From there, select your desired annual contribution amounts and select 'Save and continue – Your elections are not complete'. Step 4: Back on the main tile screen, select 'Save and Continue':

Save and Continue – Your elections are not complete

Step 5: Check all boxes to advance, follow prompts to complete. Be sure to select 'Ok' on the Final reminder.

Step 6: Once submitted, you will receive a submission statement from UCPath via email confirming your FSA elections.

Need further assistance? Please contact the UCPath Center @ 1-855-982-7284.